



**DEPARTMENT OF FAIR EMPLOYMENT  
AND HOUSING  
*ENFORCEMENT DIVISION*  
*DIRECTIVE***

**DIRECTIVE  
NUMBER  
316**

**DISTRIBUTION  
DATE  
October 1, 1998**

1. **SUBJECT: ACCESSING INFORMATION FROM THE DEPARTMENT OF MOTOR VEHICLES**
2. **PURPOSE:** To set forth the procedures for obtaining information from the Department of Motor Vehicles (DMV).
3. **BACKGROUND:** On occasion, Department of Fair Employment and Housing (DFEH) staff may have a need to access information from the Department of Motor Vehicles (DMV). Driver's License or registration information may be used to obtain the current address for complainants, respondents, or witnesses.
4. **PROCEDURES:**

**A. Access Code:**

The Department has been assigned a **confidential** request number for accessing DMV information. Access and use of this number is authorized for Division Chiefs, Legal Counsels and Analysts, Regional Administrators, and District Administrators. All requests to DMV must be made through one of these individuals authorized to use the access code.

**B. Requesting Information:**

- 1) The Department is authorized to access information from DMV by telephone. Each person within the Department authorized to access this information has been supplied with the necessary telephone numbers for accessing either Driver's License information or Vehicle Registration information.
- 2) DMV will generally allow three (3) searches per telephone call if time permits.
- 3) When requesting DMV information, staff will provide as much identifying information about the individual involved as possible. In California many individuals may have the same name. Information such as middle initial, approximate age, city or county where the individual may reside will

greatly assist DMV in locating the particular individual about whom you are inquiring.

5. **APPROVAL:**

\_\_\_\_\_  
Nancy C. Gutierrez, Director

\_\_\_\_\_  
Date